



City of Burlington
Department of Public Works
645 Pine St
P.O. Box 849
Burlington, VT 05402-0849
P: 802-863-9094; F: 802-863-0466; TTY: 802-863-0450
DPW-PineCustomerService@burlingtonvt.gov

Chapin Spencer
Director, Public Works

MEMORANDUM

To: Tenzin Chokden, Clerks Office
From: Chapin Spencer, Director
Date: November 6, 2020
Re: Public Works Commission Agenda

Please find information below regarding the next Commission Meeting.

Date: **November 18, 2020**

Time: 6:30 – 9:00 p.m.

Due to current social distancing measures, this meeting will be held entirely virtually.

To view the meeting:

1. CCTV YouTube Channel (often *streamed live*) or on Burlington Telecom Channel 317 (aired on a later date, *not live*). Comments on YouTube are not monitored by DPW staff.
<https://www.youtube.com/channel/UCJkWMLSqRNKLoyUZQiNoAcQ>
2. Join via Zoom: <https://us02web.zoom.us/j/83495330508>
3. Call in for audio only: Phone number: 301-715-8592 Webinar ID: 834 9533 0508

To participate in public comment:

1. You must either join the meeting via the Zoom link above or by calling via the call-in information above.
2. If signed in via Zoom, please use the “Raise Your Hand” feature. This will alert DPW staff that you wish to speak and will automatically add you to the queue. When it’s your turn to speak, your name will be called and you will be unmuted.
3. If you are calling in, please press *9 which will alert DPW staff that you wish to speak. When it’s your turn to speak, your phone # will be called out and you will be unmuted.
4. If you encounter any difficulties when attempting to speak during public forum, please email DPWCommunications@burlingtonvt.gov.
5. In the event of challenges with Zoom video, please use the call-in option.

AGENDA

- | | ITEM |
|-------------|--|
| 1 | Call to Order – Welcome – Chair Comments |
| 2 5 Min | Agenda |
| 3 10 Min | Public Forum (<i>3 minute per person time limit</i>) |
| 4 5 Min | Consent Agenda <ul style="list-style-type: none">A North Winooski Ave 15-Minute Parking SpaceB Relocate Fletcher Place ADA SpaceC North Winooski Ave Truck Loading Zone |
| 5 20 Min | Winter Maintenance Presentation <ul style="list-style-type: none">A Presentation, L. PerryB Commissioner DiscussionC Public CommentD Action Requested – None |
| 6 10 Min | Burlington City Ordinance Language Review to Address Gendered Pronoun Recommendations <ul style="list-style-type: none">A Action Requested - Vote |
| 6 5 Min | Vote on Clerk Position for DPW Commission |
| 7 5 Min | Approval of Draft Minutes of 10-21-2020 |
| 8 10 Min | Director’s Report |
| 9 10 Min | Commissioner Communications |
| 10 | Adjournment & Next Meeting Date – December 16, 2020 |

Non-Discrimination

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

DPW COMMISSION

NOVEMBER 18, 2020

CONSENT AGENDA ITEM A



City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
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www.burlingtonvt.gov/DPW

Memo

Date: November 11, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer *PCP* 11.12.20

CC: Susan Molzon P.E., Senior Public Works Engineer

Subject: Time Restrictions for a 15-Minute Time Limited Parking Space on North Winooski Avenue

Recommendations:

Staff recommend the DPW Commission amend:

9 Fifteen-minute parking.

No person shall park a vehicle longer than fifteen (15) minutes, between the hours of 8:00 a.m. and 6:00 p.m., Sundays and holidays excepted, in the following areas:

- In the parking space in front of 83 North Winooski Avenue.

Purpose & Need:

The purpose of the existing fifteen-minute time limited parking space at 83 North Winooski Avenue is to provide loading and unloading, as well as quick turnover parking for local businesses and residents. The proposed time restrictions of the existing fifteen-minute parking space is a compromise which would provide a parking resource need for residents in the area.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

Staff received a request from a local resident to reallocate the existing fifteen-minute parking space in front of 83 North Winooski Avenue to a regular public parking space. During the outreach phase of this project, a local business expressed need for the fifteen minute parking

space. DPW Staff sought to develop a compromise, which would increase parking opportunities for local residents, while maintaining the short term use space for residents and businesses during daytime hours.

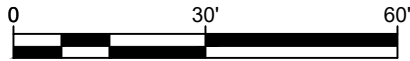
The physical design of an urban street like North Winooski Avenue poses a number of challenges for accommodating a broad range of transportation modes and a diversity of street users. Many of these challenges are a consequence of competing demands and desires within the street and a need to balance the needs of these diverse uses. The fifteen-minute parking space in front of 83 North Winooski Avenue, provides a loading and unloading zone as well as quick parking turnover for businesses and residents in this area, see Attachment-1. Due to these competing needs, DPW Staff recommend a compromise; maintain the fifteen-minute parking space at 83 North Winooski Avenue, and add time restrictions, so the fifteen-minute parking is effective between the hours of 8:00 a.m. and 6:00 p.m., Sundays and holidays excepted. During all other times the parking space in front of 83 North Winooski Avenue would be for general public parking use.

Public Engagement:

During the public outreach phase DPW Staff discussed this situation on the phone and through email with a local business, and a local resident. The resident was adamant they believe the fifteen-minute parking space must be reallocated to general use public parking, and the business was adamant they believe the fifteen minute parking must remain, see Attachment-2. In preparation for the 11/11/20 DPW Commission Meeting, Staff placed flyers at each property on the block adjacent to the existing fifteen-minute time limited parking space in front of 83 North Winooski Avenue. Staff received one (1) email in support of this recommendation, see Attachment-2.

Attachments:

1. Site map.
 2. Public correspondence.
-



SCALE: 1" = 30'



PROPOSED TIME LIMITS FOR
EXISTING 15-MINUTE
PARKING NORTH WINOOSKI
AVENUE



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
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DATE 11/12/2020	SHEET 1 OF 1

Attachment 2

Public input correspondence emails

Mon 11/2/2020

Dear Phil,

To follow up on our unpleasant conversation today in which you felt compelled to mansplain urban parking policy to me, I will encourage other members of the neighborhood to comment on the removal of the 15 minute sign at 85 N. Winooski Ave., and to remove the 'no parking any time' sign at 94 N. Winooski Ave. and replace with compact parking for two cars, the latter of which you indicated you and "the staff" would not support. Your proposed compromise of having the 15 minute sign be in effect of from 7 a.m. to 9 p.m. fails to adequately address the problem of adding an additional parking space or two that can be used by residents 24 hours a day. I find your argument that the space provides needed parking for delivery people and others doing quick business on this street to be disingenuous—delivery people double park in front of my apartment all day long—the empty 15 minute space at 85 N. Winooski does not compel them to use it. I will document the use of the 15 parking space for 24 hours so there is data for use in consideration of this matter.

Lacey Sloan

Greetings,

I would like to address the commission at your next meeting (11/16) regarding a request to change two signs on North Winooski to provide additional parking for residents. A seedclickfix request was set up by Phillip Peterson. However after a conversation with him, and posts by myself and someone else being blocked, I do not believe he will represent my concerns nor those of the neighborhood in a fair and unbiased manner. I therefore ask the opportunity to express my concerns with you about the current parking. I will share empirical data (neighborhood survey and 24 hours of observational data on usage) on this matter with you for consideration. Thank you,

Lacey Sloan

Hello Lacey,

Your request will receive due consideration from staff. Please share all the materials you have with Phillip Peterson and Senior Engineer Susan Molzon. Staff will review the materials, evaluate the conditions, engage other stakeholders in the area, and collect any additional data. Any recommended regulation change will then be brought to the Commission for their approval. If you or others do not agree with staff's approval, there are opportunities for you and others to request the Commission to take a different action.

As you know, this has been a trying season for our team and the community at large. Due to COVID-19 budget constraints, we have worked hard to manage a full construction season without our normal seasonal staff and interns. Staff members like Phillip have been working long hours to complete our

sidewalk, paving and capital projects while also getting to these traffic requests. We have a process to follow for these types of requests to ensure decisions are made with consideration of policy, data and community engagement and policy. Depending on the complexity of the request, other requests in queue, and staffing levels, it can take a couple months to complete a traffic request. I will ask Susan and Phillip to get back to you on an expected turn time on this. The Commission meets monthly and I'm confident that in working with you, the funeral home and the neighborhood we can come up with an appropriate path forward.

Best,
Chapin

To Whom it May Concern,
Attached please find:

- report on usage of the 15-minute parking space in front of 85 N. Winooski Ave., Burlington.
- video of how delivery trucks don't use the 15-minute parking space in front of 85 N. Winooski Ave.
- document with photos showing the distribution of city fliers requesting information on the 15-minute parking space in front of 85 N. Winooski Ave

As you will see, the parking space in question is used about 7% of the time weekdays (Monday-Friday) 9 a.m. to 6 p.m. During the 4 days of observation, it was used 0% of the time by commercial delivery trucks making deliveries. In fact, I've attached video of the typical delivery truck on N. Winooski Ave., that occurred today during random observations. The document with photos shows what I found on the day someone delivered fliers about the 15-minute sign being considered by the department: three fliers on the ground.

Although it is really irrelevant—since the data shows the space is not used—next week I will submit findings the neighborhood's opinions about the sign. I reiterate that the sign needs to be removed. It is not useful to have a parking space sit empty in a busy residential neighborhood 93% of the time.

Lacey Sloan

Tue 11/10/2020

Hello to whom it may concern,

I have spoken with Phillip Peterson concerning the 15 minute parking space in front of my funeral home at 85 N. Winooski Ave., but I would like my thoughts to go on record. I feel that this issue is probably a done deal, but these are my thoughts. The letter from DPW states that one local resident, one, requested that the space be re-allocated. I find it amazing that on one request the department would take away the only free space on the street for delivery trucks, people with car trouble, the Burlington police, the Burlington Fire Department, people who stop to text rather than driving, local residents dropping people off, people changing drivers, SSTA drivers, people who do landscaping for other apartments on the street... etc etc etc...These occurrences do not only take place only between 8 a.m. and 6 p.m. they happen 24 hours a day. I wish that you had referred this person to me. We could have worked something out. I would also like to be able to place my funeral cones in this space during visiting hours which are infrequent these days to accommodate the over flow, that with covid would not

be many days a year. If you re-think this please have the person call me. I have always had a strong community sense and would try to help. I have been looking out the front windows here at Boucher and Pritchard since I was a graduate student at UVM in 1969 and many many people stop for a short period of time and it is helpful to the whole community. Again I am astounded at the power you are giving to ONE person.

Thank you for listening? Carol Pritchard

While looking out my front window a moment ago...I saw a Burlington public works truck in the 15 minute space. My co-worker Shimmy Cohen went to talk with him and the driver's comment was that there was no other place on the street to stop and do some paperwork or calling that he needed to do...I forgot to mention that most all utility trucks park in that space at all hours--Comcast, Vt Gas. and any other businesses that need a pull over like the US Mail and Fed-Ex which deliver on nights and weekends...utilizing every space on the street for all night parking seems unwise to me, but what do I know I have only lived here 51 years! I do wonder why the person asking for the space doesn't have parking with their apartment or home? do they live on this street? Again just adding a little truthful thought to this issue. Carol Pritchard Will there be a meeting concerning this? if so when?

Wed 11/4/2020

Hello Mr. Peterson,

I live on North Winooski Avenue and I received the letter regarding the reallocation of the 15-minute parking spot from 8am-6pm and general public use during other times. On behalf of my roommates and I, I wanted you to know that we are in favor of this. Thank you!

Best,
Lily Anderson

Public input correspondence phone calls

Mon 11/2/2020

Associate Engineer Phillip Peterson received a phone call from Lacey Sloan, North Winooski Ave resident; she would like the 15-minute parking space in front of the funeral home at 83 North Winooski Ave reallocated to a general public parking space, Ms. Sloan is not willing to compromise.

Mon 11/2/2020

Associate Engineer Phillip Peterson called Boucher & Pritchard Funeral Home and discussed this situation with Carol Pritchard Funeral Director; Ms. Pritchard says the 15-minute parking space is necessary for their use, and also the use of other residents and businesses. Ms. Pritchard said they would be willing to compromise and allow for time limits on the 15-minute parking space, a 9 am – 9 pm time would be great. Ultimately, Ms. Pritchard says the 15-minute parking space is necessary, and it has been in use for over 30-years, it would be a problem if it were taken away.

DPW COMMISSION

NOVEMBER 18, 2020

CONSENT AGENDA ITEM B



City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450
www.burlingtonvt.gov/DPW

Memo

Date: November 11, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer *PCP* 11.12.20

CC: Susan Molzon P.E., Senior Public Works Engineer

Subject: Fletcher Place ADA Parking Adjustment

Recommendations to the DPW Commission:

Remove

7A Accessible spaces designated.

No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any amendment or renumbering thereof:

- On the west side of Fletcher Place starting four hundred sixty (460) feet north of Colchester Ave.

Approve

7A Accessible spaces designated.

No person shall park any vehicle at any time in the following locations, except automobiles displaying special handicapped license plates issued pursuant to 18 V.S.A. § 1325, or any amendment or renumbering thereof:

- On the west side of Fletcher Place in the first parking space south of the driveway for 43 Fletcher Place.

Purpose & Need:

The purpose is to provide accessible parking on street as recommended by the Public Rights-of-Way Accessibility Guidelines (PROWAG). The need for accessible parking in this location will be close to several homes which would benefit the disabled community in this area.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?		X		PROWAG
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

DPW Staff received a request from a local resident asking to relocate the ADA parking space in front of 43 Fletcher Place. The purpose of relocating the existing ADA parking space adjacent to 43 Fletcher Place is to maximize the parking on Fletcher Place; the current location causes situations where vehicle are either encroaching on the driveway to 43 Fletcher Place, or there is a loss of a parking space on the street, see Attachment-1.

Public Engagement:

In preparation for the 11/18/20 DPW Commission Meeting, Staff sent flyers to each property along the block adjacent to the ADA parking space in front of 43 Fletcher Place. Staff received one (1) email in regards to this matter, see Attachment-2. The email supports the proposed relocation of the existing ADA parking space.

Attachments:

1. Site map.
 2. Public Correspondence.
-



SCALE: 1" = 30'



PROPOSED RELOCATION OF
ADA AN PARKING SPACE
FLETCHER PLACE



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

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SHEET 1 OF 1	

Attachment 2

Public input correspondence emails

Thu 11/5/2020

I think moving the handicapped parking sign in front of 43 Fletcher place so that is right next to the driveway makes a lot of sense.

Nan Reid

DPW COMMISSION

NOVEMBER 18, 2020

CONSENT AGENDA ITEM C



City of Burlington
Department of Public Works

Technical Services Engineering Division
645 Pine Street, Suite A
Burlington, VT 05402
P 802-863-9094 / F 802-863-0466 / TTY 802-863-0450
www.burlingtonvt.gov/DPW

Memo

Date: November 11, 2020

To: Public Works Commission

From: Phillip Peterson, Associate Public Works Engineer *PCP* 11.12.20

CC: Susan Molzon P.E., Senior Public Works Engineer

Subject: North Winooski Avenue Loading Zone Adjustment

Recommendations to the DPW Commission:

Remove

12 No parking daytime or weekdays except by trucks loading or unloading.

No vehicle other than a truck actually engaged in loading or unloading shall use, for no more than thirty (30) minutes, the following parking spaces:

- On the east side of North Winooski Avenue in front of 258 North Winooski Avenue starting immediately south of the 258 North Winooski Avenue parking lot entrance and extending sixty (60) feet southward between the hours of 8:00 a.m. and 10:00 a.m. and between the hours of 2:00 p.m. and 4:00 p.m. Monday through Friday.

Approve

12-1 No parking daytime except by vehicles loading or unloading.

No person shall park a vehicle at the following locations unless engaged in loading or unloading the vehicle:

- On the east side of North Winooski Avenue in front of 258 North Winooski Avenue starting immediately south of the 258 North Winooski Avenue parking lot entrance and extending sixty (60) feet southward between the hours of 8:00 a.m. and 10:00 a.m. and between the hours of 2:00 p.m. and 4:00 p.m. Monday through Friday.

Purpose & Need:

The purpose of the vehicle loading zone would provide loading and unloading operations for local businesses and residents. The need is to allow for trucks and vehicles to utilize the space to conduct short term loading and unloading operations. Currently, the space is designated for trucks only, and this change would allow for truck and vehicle use.

Project Checklist:

	N/A	Yes	No	Reference
Aligns with MUTCD standards and/or established City Policy?	X			
Aligns with City plans?	X			
Followed Public Engagement Plan?		X		These Traffic Regulation changes are defined as an INVOLVE project in the Public Engagement Plan (PEP).

Summary and Conclusion:

DPW Staff received a request from a local business asking to reallocate the Truck Loading Zone in front of 256 North Winooski Ave to a Vehicle Loading Zone, see Attachment-1. This would allow for general loading and unloading of all vehicles. The current Truck Loading Zone designation only allows for trucks, and this business receives vehicle deliveries in addition to truck deliveries. This reallocation is advantageous for the business as well as local residents in need of a vehicle loading zone.

Public Engagement:

In preparation for the 11/18/20 DPW Commission Meeting, Staff sent flyers to each property along the block adjacent to the proposed Vehicle Loading Zone. Staff received two (2) emails in regards to this matter, see Attachment-2. Both emails support the proposed reallocation from a Truck Loading Zone to a Vehicle Loading Zone.

Attachments:

1. Site map.
 2. Public Correspondence.
-



SCALE: 1" = 30'



PROPOSED VEHICLE
LOADING ZONE
NORTH WINOOSKI AVENUE



**BURLINGTON
PUBLIC WORKS
ENGINEERING DIV.**

645 PINE STREET
BURLINGTON, VT 05401
(802) 863-9094
(802) 863-0466 (Fax)

DESIGNED
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DATE
11/12/2020

SCALE
1"=30'

DRAWING NO.

SHEET 1 OF 1

Attachment 2

Public input correspondence emails

Tue 11/10/2020

Hello Phillip,

Are the loading zone changes for vehicle type only? Are the loading zone times of 8:00 to 10:00 and 2:00 to 4:00 staying the same?

Thank you,

Shawn Dolan

Good Afternoon,

A vehicle loading zone is for any vehicle, including trucks. All loading zones allow for a 30-minute time limit. The time restrictions on this space would not change. Happy to chat on the phone should you need to.

Best,

Phillip Peterson, Associate Engineer

Sounds great Phillip.

Thanks

DPW COMMISSION

NOVEMBER 18, 2020

WINTER MAINTENANCE PRESENTATION

CITY OF BURLINGTON SNOW & ICE CONTROL PLAN

Winter 2020



DPW SNOW FIGHTING OPERATIONS

DPW provides snow removal operations for:

- 95 miles of streets.
- 130 miles of sidewalks.
- 21 miles of combined bike lanes.

HOW IS THIS ACCOMPLISHED?

Preparation: When snow is forecasted, depending on the time of arrival, and severity, the Streets Manager will place employees on call per the union contract, after their regular shift schedule to be able to respond to a snow event in a timely manner. In coordination with the street and sidewalk plowing, Equipment Maintenance will place 2 Fleet Technicians on call as well. They will be called in at the same time as the plowing crew to respond to any equipment issues.

If there is a need for a parking ban, the Public Works Director will advise the Administration of the need, and when the decision is made, DPW will coordinate with other City departments such as Traffic, and Parking Enforcement.

Residents will be notified of the parking ban via the City parking ban light system, press release to local radio and television stations, print outlets, social media, an up to date recording at 658-SNOW, and the VT Alert system. Parking is allowed at the Marketplace and Cherry St. Lakeview Parking Garages on the lower decks only. Additional information can be found at <http://www.burlingtonvt.gov/dpw/parking/winter-parking>.

STAFF, EQUIPMENT, AND MATERIALS

Staff: There are a total of 17 full time Street Maintenance Workers, and approximately 2 seasonal employees to maintain the streets and sidewalks during snow events.

DPW is currently working through some staffing issues. We have open full time positions in Street Maintenance, and Equipment Maintenance, that we hope to fill in the next couple of weeks. We are hoping to still provide a high level of service given these issues.

Trucks: DPW has 9 - 7 yard dump trucks, and 1 -14 yard dump truck equipped with plows, wings, and deicing material spreaders. 1 – One ton dump truck with a plow, and salt insert hopper spreader

STAFF, EQUIPMENT, AND MATERIALS

Sidewalk tractors: DPW has 12 sidewalk tractors equipped with plows, and mounted salt spreaders.

Materials: DPW keeps a 500-600 ton stockpile of rock salt located at our 645 Pine St. facility. During the course of a winter we can expect to use anywhere from 3,500-4,000 tons of salt.

Deicing chemicals are used in conjunction with salt application. Applying deicing chemicals allows us to cut down on the amount of salt we apply to the roads, as well as enhances the performance of the salt at lower temperatures.

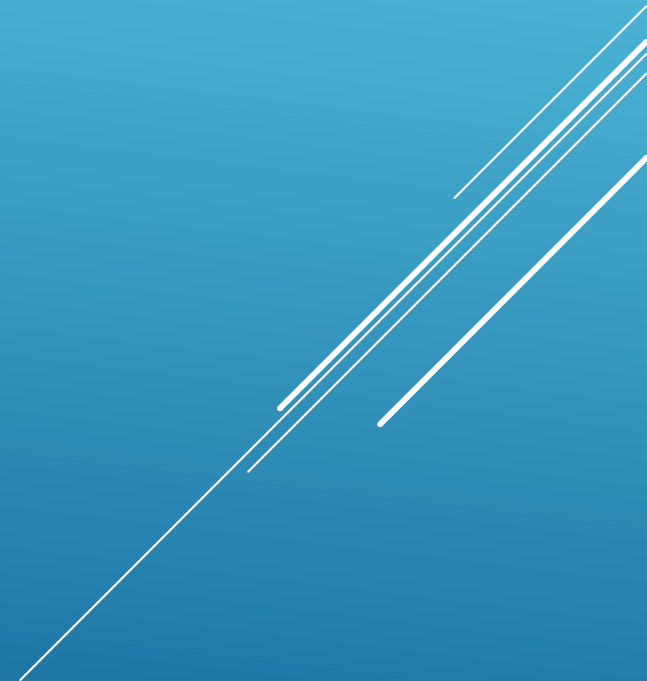
PLOW ROUTES

STREETS & SIDEWALKS

Streets: There are a total of 9 - plow truck routes, and 1 – dead end plow truck route. Routes are broken into three sections of the City. 3 routes in the New North End, 3 routes in the Old North End/Downtown area, and 3 routes in the South End. The dead end truck covers the entire City, and assists the larger trucks on narrow streets that they cannot plow due to size constraints.

Sidewalk Tractors: There are a total of 9 – sidewalk tractor routes that are broken down similar to the truck routes.

Each route has specific areas that require additional attention such as school zones, bus routes, and hills. These can be found on the route maps. Each truck and tractor have a binder that carries route maps for every individual route.





TRUCK PLOW ROUTE #1 SOUTH END

Areas to pay close attention to

Ledge Rd

Fern Hill (N Prospect)

Maple St

Cliff St

GMT Routes

Maple St

Cliff St

Prospect St

Bike Lanes

N/S Willard St



TRACKLESS SIDEWALK TRACTORS

Four new Trackless sidewalk tractors that were just delivered with snow blowers mounted. With this years purchase of 4 new sidewalk tractors, it brings our fleet to 8 new sidewalk tractors out of 12 total in the last two years.

This will reduce down time due to break downs that we have been experiencing with our aging tractor fleet.



PLOWING THE STREETS

Trucks plowing during a storm will concentrate on main arterial roads to keep traffic in and out of the City flowing. As traffic slows into the evening hours, and as conditions permit, they will branch off into side streets and neighborhoods.



SALT STORAGE

Trucks reload with salt at 645 Pine St. during a snow event.

Tractors in the South End routes will reload at 645 Pine St. Tractors in other routes will be reloaded by a small dump truck filled with salt. The operator and driver will load the tractor by hand.




SALT DELIVERY AT 645 PINE ST.

Cargill has been chosen to supply the City of Burlington with ~4,000 tons of salt for FY21. The cost per ton for FY21 is \$70,50/ton delivered. Barrett Trucking is the local distributor.

SNOW OPERATIONS AND COVID-19

Covid-19 has presented DPW with many challenges this year, and snow fighting operations will be no different. While operators will be isolated in their equipment, DPW will follow protocols for disinfecting vehicles between shifts, and wearing masks when in the presence of others as stated in our mask policy.

A series of white diagonal lines of varying lengths and thicknesses are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.

HOW TO REPORT WINTER MAINTENANCE ISSUES

Winter maintenance issues can be reported via phone to our Customer Service Department during business hours 863-9094. After hours a recording will direct you to our paging service where the on call person will be notified.

Winter maintenance issues can also be reported online via see click fix. You can go to the City website <https://www.burlingtonvt.gov> or https://seeclickfix.com/burlington_2

Several white lines of varying lengths and angles are positioned in the bottom right corner of the slide, creating a modern, abstract graphic element.



THANK YOU AND HAVE A SAFE AND
HAPPY WINTER

DPW COMMISSION

NOVEMBER 18, 2020

DRAFT MINUTES -- OCTOBER

DEPARTMENT OF PUBLIC WORKS
DRAFT - OCTOBER 21, 2020 COMMISSION MEETING (HELD VIRTUALLY)
645 PINE STREET, BURLINGTON, VERMONT 05401

Commissioners Present: Commissioner Archambeau, Commissioner Barr, Commissioner Bose, Commissioner Gillman, Commissioner Hogan (Chair), Commissioner O'Neill-Vivanco (Vice Chair), Commissioner Overby (Secretary).

ITEM 1 – CALL TO ORDER

Meeting was called to order at 6:31 p.m. by Commission Chair Hogan.

ITEM 2 – AGENDA

Commissioner Archambeau requested that Item B be pulled from Consent Agenda.

ACTION: Commissioner Barr made a motion to accept the agenda with Item B placed on the Deliberative Agenda as 4.1. Commissioner O'Neill-Vivanco seconded. Unanimous approval.

ITEM 3 – PUBLIC FORUM

- Wendy Bratt raised concerns about the proposed Higher Ground venue at Burton. She stated that the venue is adjacent to a residential area. There will be a high volume of traffic before and after events which will pose problems for people in the neighborhoods as well as pedestrians and bicyclists that use the area. The DRB accepted the traffic study with no stipulations. Is there a way for buses to provide transportation to and from the venue to cut down on traffic?
- Laurie Smith stated support for Ms. Bratt's comments. He is supportive of the work that is currently happening on Queen City Park Road, but there needs to be better facilities for bicyclists and pedestrians before the Higher Ground venue is allowed to open.
- Tony Redington stated that he is gathering more information regarding the roundabout evaluation at North Avenue & Cambrian Way. He stated that it was taking too long to bring the Shelburne Street roundabout to construction and the Administration hasn't done enough to advance the project. Additionally, he stated that he's learning about transportation and racism and we need to look at how transportation affects low income and minority residents of the city.
- Sharon Bushor stated that she wants to talk more during the University Place agenda item. She also stated that traffic relief will happen when the Champlain Parkway is built. She also stated that busing can relieve traffic in the neighborhoods as it has for Vermont Lake Monster games.

4 – CONSENT AGENDA

Commissioner Overby asked how long the temporary pick up parking would last. Director Spencer stated that with Commission action tonight, the temporary pickup parking would

continue through April 2021. He mentioned that the COVID-19 Expanded Sidewalk permits are due to expire at the end of October, and that this winter we would see where we are with the pandemic before deciding on the seasonal encumbrance strategy for the 2021 season. Commissioner Overby wants to maximize public engagement and Commission review to ensure the allocation of public right-of-way for private use is done fairly.

ACTION: Commissioner Barr made a motion to approve the Consent Agenda with Item B removed. Commissioner Archambeau seconded.

4.1 – COLLEGE ST PARKING ADJACENT TO CITY HALL PARK (formerly 4B)

Senior Engineer Laura Wheelock provided an overview of the request to remove two parking spaces on College Street, add one motorcycle parking space, and allow vehicular access to Park Lane for Parks' service needs and Burlington Fire Department's emergency vehicle access.

Commissioners Hogan, Archambeau, Overby, O'Neill-Vivanco, Barr ask questions about the timing of the request, the alternatives that were evaluated, the financial and operational impact of the proposal, and how the Commission can be more engaged earlier during the Development Review Board process. Staff replied that the project was transferred to Public Works to manage during the construction phase, that this park access need and location was finalized during construction, and it was a reasonable proposal given the projected higher level of programming in the park. Commissioners expressed desire to get these requests prior to the completion of construction. Director Spencer said he understood and he would be happy to discuss the issue of the Commissions role and timing of input in the development process.

ACTION: Commissioner Bose makes a motion to approve staff's recommendations:

- 7 No-parking area. No person shall park any vehicle at any time in the following locations: On the south side of College Street beginning one-hundred-ten (110) feet west of Church Street and extending west for twenty-six (26) feet.
- 26 Motorcycle parking. The following locations are designated for the parking of motorcycles only: On the south side of College Street beginning one-thirty-six (136) feet west of Church Street and extending west for eight (8) feet.

Commissioner Gillman seconds. The Chair requests a roll call vote. Commissioners Barr, Bose, Gillman, O'Neill-Vivanco and Hogan vote yes. Commissioners Archambeau and Overby vote no. The motion passes 5-2 in favor.

ITEM 5 – UNIVERSITY PLACE STREET IMPROVEMENTS

Senior Engineer Laura Wheelock and Associate Engineer Philip Peterson provided an overview on this collaborative planning effort between the Department of Public Works and the University of Vermont (UVM). During this initial concept design phase, two different concepts have been developed for the rehabilitation of University Place – a basic design and an enhanced design. Both concepts propose to change the street into a one-way corridor northbound for vehicles and remove most of the on-street parking. A public survey period recently ended with many positive responses and a strong concern for safety along the corridor – especially for those walking and biking.

Commissioners Gilman, O'Neill-Vivanco, Overby, Bose, Barr and Hogan raised issues regarding the cost of the project, project elements (on-street parking, carriage stops, bike lanes, plaza), timing of upcoming decisions and UVM's appetite for investing in this corridor. Commissioners expressed appreciation for the two step approach with a presentation one month and a request for a decision the following month.

Sharon Bushor appreciated process with significant public engagement and ensuring the designs work for emergency services. She too wanted to better understand the funding split between the City and UVM for each concept.

No action was taken.

ITEM 6 – DPW FY'21 GOALS AND OBJECTIVES

Director Spencer provided an overview on the department's proposed FY'21 goals and objectives. He has been providing the Commission these annual goals and objectives for many years at the request of the Commission. This document has not been modified since it was quickly presented at the September 2020 meeting. Commissioners have said this annual document helps with the annual review of the Director and City Engineer. Many of the objectives are multi-year efforts so they have been brought forward from previous years.

Commissioners Overby, O'Neill-Vivanco, Bose and Hogan asked questions about asset management, expanding public engagement to underrepresented populations, alternative fuel policy for fleet, engineering standards and the Commission's role in advancing these goals and objectives.

No action was taken.

ITEM 7 – SEPTEMBER 16, 2020 MINUTES

Commissioner Overby submitted proposed edits to the 9-16-20 minutes earlier in the day. Staff has reviewed and suggested a few minor changes to the proposed changes. Director Spencer reviewed Commissioner Overby's edits with staff's recommended modifications.

ACTION: Commissioner Bose moved to approve the minutes as amended with Commissioner Barr seconding. The motion passed unanimously.

ITEM 8 – DIRECTOR'S REPORT

Director Spencer referred to the written Director's Report in the packet and touched on the opening of City Hall Park and St Paul Street, the Integrated Clean Water Plan, the South Winooski Avenue lane reassignment, and the suspended FY'21 Commission report to the City Council. City Engineer Norm Baldwin updated the Commission on the unauthorized South End skate park and the waterfront rail / bike path relocation project.

ITEM 9 – COMMISSIONER COMMUNICATIONS

- Commissioner O’Neill-Vivanco requested a briefing on Queen City Park Road and the Burton Higher Ground proposal next month and expressed support for doing additional work at the Park St / Manhattan Dr / Rt 127 intersection.
- Commissioner Overby passed along a request from former Commissioner Wood to have the recycling toter lids closed once they had been picked up to prevent rain and snow from getting in and also echoed interest in doing more for the Park St / Manhattan Dr / Rt 127 intersection.
- Commissioner Archambeau asked about the timing for Winooski Avenue recommendations, the sign and marking improvements at 1 Intervale Avenue, the temporary protected bike lanes along North Avenue, public communication on smaller issues and overall level of service for the department during COVID-19.
- Commissioner Barr reported that an attendee at the W1/8 Neighborhood Planning Assembly spoke about sidewalk hazards in a couple locations including by Burlington Health & Rehab on Pearl Street.
- Commissioner Hogan is appreciative of the effort that went into the lane reassignment along South Winooski and thought the Integrated Water Quality Plan questions were great.

ITEM 10 – ADJOURNMENT

ACTION: Commissioner Barr moved to adjourned. Commissioner Gillman seconded. The motion passed unanimously. The meeting adjourned at 10pm.

DPW COMMISSION

NOVEMBER 18, 2020

DIRECTOR'S REPORT



CITY OF BURLINGTON DEPARTMENT OF PUBLIC WORKS

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To: DPW Commissioners
Fr: Chapin Spencer, Director
Re: **DPW Director's Report**
Date: November 12, 2020

The November Public Works Commission meeting will be held online via Zoom.

PRE-WINTER PAVING & PATCHING

We are winding down our CY'20 construction season. The paving projects on North Street and the reconstruction of Queen City Park Road are nearly complete. Each paving project included bike/pedestrian improvements as part of the repaving. Our Street Maintenance crews are now proactively working on patching large deteriorated sections of pavement prior to winter in hopes of limiting the accelerated winter deterioration caused by the freeze / thaw cycles on streets that have not been recently paved. Assistant Director Lee Perry will be at the November Commission meeting should you have any questions about the pre-winter patching. More info: Lee Perry, lperry@burlingtonvt.gov.

COVID-19 BUDGETARY IMPACTS

Given the pandemic, we have been monitoring our financial performance even more closely this year. As you know, DPW is responsible for managing budgets in many different municipal funds including:

- General Fund (Engineering, Street Maintenance, Equipment Maintenance, Administration)
- General Fund Capital (Facilities, Paving, Sidewalks, City Hall Park, etc.)
- Water, Wastewater and Stormwater
- Traffic and Parking Facilities

The Administration provided a summary of the General Fund's performance at the 11-9-20 Board of Finance meeting. While there is still major uncertainty, the General Fund is tracking fairly close to budget and due to good work with the auditors, there may be additional carry forward funding from previous fiscal years to supplement FY'21 and FY'22 if needed. The Administration noted DPW's strong GF performance so far with our FY'21 revenues currently projected to exceed FY'20 revenues. Staff is to be recognized for this strong financial performance in Q1. This reasonably positive news does not unfortunately carry over to our Traffic and Parking Facilities funds. Revenue for the Traffic Fund is predominately generated from on-street meters. Revenue for Parking Facilities is predominately generated from our downtown garages and lots. Both funds are significantly underperforming (~50%) due to the decrease in traffic downtown. We expect to be coming to the Commission in December with a detailed update and any regulatory changes needed to respond to these serious financial challenges. More info: Jeff Padgett, jpadgett@burlingtonvt.gov.

UPDATING THE COMMISSION CLERK

In July, the Commission elected the new officer positions for the coming fiscal year. Commissioner Overby was elected as Clerk. After reviewing the responsibilities outlined in Charter (see below), it seemed to both Commissioner Overby and me that the role would best be filled by a staff member. As such, I am proposing that the Clerk of the Commission be filled by Customer Service Representative Val Ducharme. We will be seeking to formally shift the Clerk responsibilities to staff at the upcoming meeting.

City Charter excerpt:

124 Chairman; clerk, records. Each of the boards and commissions named in section 120 of this Charter shall organize by the election of a chair and by the appointment of a clerk and, with the exception of the board of assessors and the board of tax appeals, the clerk shall keep a written record of the proceedings of his respective board, such records to be the property of the city. The clerk need not be a member of the board or commission.

MARKETPLACE GARAGE PILOT ONGOING

We are continuing the pilot operation of Marketplace Garage similar to how the on-street meter system operates. Garage customers are paying via the ParkMobile App or by a kiosk on the first floor. Parking Enforcement provided warnings for a couple weeks and has now initiated tickets for violations. More info: Jeff Padgett, jpadgett@burlingtonvt.gov.

GMT FARE FREE STATUS

During the early days of the pandemic, GMT shifted to a fare free model to limit the interactions between the drivers and passengers. This was funded through a timely Federal CARES Act grant that GMT received. GMT continues to operate without fares, but Staff and the Board are assessing the situation looking forward as the CARES funding is diminishing. GMT normally generates over \$2M per year through fares and this is critical funding to match GMT's federal and state operating grants. There is interest in the community to understand whether GMT could maintain a fare free model. As a GMT Commissioner, I and other Commissioners asked GMT Staff to evaluate options as part of their FY'22 budget development process. Sustaining fare free will not be possible without securing substantial additional funding from other sources and if our community seeks to sustain fare free service, we will need residents and policy makers to advocate for additional transit funding at the Federal, State and local levels. More info: Chapin Spencer, cspencer@burlingtonvt.gov.

WINOOSKI AVENUE CORRIDOR STUDY IMPLEMENTATION

Last month, Team DPW and our contractors successfully installed the lane reassignment along the downtown portion of the South Winooski Avenue as directed by the City Council's March 2020 resolution. It appears to be functioning well. We have not received many comments to date. We have recently adjusted signal timing for the new configuration and we welcome any feedback. In the next few days, we will be seeking applications for a Council and stakeholder committee for the North Winooski Avenue Parking Management Plan (PMP). This advisory committee will guide the PMP process. More info: Nicole Losch, nlosch@burlingtonvt.gov.

GREENRIDE BIKE SHARE

The bike share system continues to operate with no municipal financial contribution. It is operated by Gotcha and the system has had the following performance for the 2020 season through October:

- 4530 total trips
- 20,305 miles ridden
- 34 Greenride for All subsidized memberships

COMMUNICATIONS & CUSTOMER SERVICE TEAM

To further coordinate our messaging and strengthen our outreach to all members of our community, I have been advancing a minor reorganization to unite DPW's great Customer Service and external communications functions into one even greater team. The change, which the Council approved at their November 9, 2020 meeting, reclassified our Public Information Manager as a Public Information and Customer Service Manager. The Communications and Customer Service staff members will work together as a united team in the new structure. The organizational adjustment will also help my day-to-day workload by reducing my direct reports to six. Thank you to Rob Goulding for taking on this new expanded role – and thank you to our stellar Pine St Customer Service team members Val Ducharme and Holly Lane for their excellent ongoing work.

Feel free to reach out with any questions prior to Wednesday's Commission meeting. Thank you.